App. F. IX-4

✓

Previous References. 1941. (0148)

File No. 27-41

Serial Nos. 13 & 16

Later References.

PRESERVED (P-7)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for Nov-41

SUBJECT.

Standard lists of Departmental & Common forms required by the office of the Superintendent of Insurance

---

Sl 16)

The Secy Bress Committee
" Comptroller
" Superintendent of Insurance
No A 71 2261-3 Dy 17-11-41

Sanctions the above

29/11

I.I.S. 27-41-13

Telegrams: PAPYRUS.

OFFICE OF THE SECRETARY, PRESS COMMITTEE,
GOVERNMENT PRESS,

General a
Secr

No. P. C. 1117 *Bangalore, dated* 13th October *1941.*

SEOY. DEV. 20 OCT. 1941 GOVT OF MYSORE

Encl. 4

17

1376

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

GEN. & REV. SECTT. 20 OCT. 1941 AGRI. & FOREST BRANCH.

To

The Secretary to Government,
Development Department, Bangalore.

Sir,

I have the honour to submit herewith in duplicate, the standard lists of Departmental and Common forms required by the office of the Superintendent of Insurance in Mysore, countersigned by the Superintendent and to request that sanction of Government may kindly be obtained for the same.

One copy of each may kindly be returned to this office for reference.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary,
Press Committee.

DRS.

for Dms.

1) Submitted with a draft sanctioning for orders.

4.11.41 4/11

4/11

Dear Sir)

4 NOV. 1941 GOVT OF MYSORE

REH. SECTT.

P.T.O.

NOTE—Cont. Sheet.

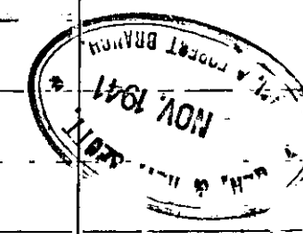
WD 04155—GPB—55,000—23-10-41

PAS File No. 1376/A71 27 of 194 1.

General and Revenue Secretariat

	Serial No.
The Secretary, Press Committee (with a Copy of each of the lists)	
" Comptroller to Govt.	16
" Superintendent of Insurances	
Order No. A.71. 2261-3/PTS.27-41-16 dt. 11-11-1941.	
Sanctions the printing of the Standard lists (in duplicate) of departmental and Common forms and Supply to the Supdt. of Insurance in Mysore, Countersigned by the Callers	

B



STANDARD LIST OF FORMS OF THE SUPERINTENDENT OF INSURANCE. DEPARTMENT.

WD —GPB—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
1		V	Application for a license to act as Insurance Agent.	½ F.C	Nil	One	Nil	Nil	Badami	on indent	5000	
2		VI	License to act as an Insurance Agent.	½ F.C	Nil	One	Nil	Nil	H.H. paper	-do-	5000	
3		R1	Registration card Insurance.	½ F.C	Nil	Both	Nil	Nil	Thick cartridge	-do-	200	
4		R2	Covering letter to send certificates.	½ F.C	Nil	One	Nil	Nil	Badami	-do-	200	
5		R 3/1	Examination registration documents.	½ F.C	Nil	One	Nil	Nil	20 lbs F.C.	-do-	200	
6		R 3/2	- Do - - do -	-do-	Nil	-do-	Nil	Nil	-do-	-do-	200	
7		R 3/3	- Do - - do -	-do-	Nil	-do-	Nil	Nil	-do-	-do-	200	
8		R 3/4	- Do - - do -	-do-	Nil	-do-	Nil	Nil	-do-	-do-	200	
9		R 4	- Do - Provident Societies.	-do-	Nil	-do-	Nil	Nil	-do-	-do-	200	
10		R 5	Certificate of provident societies.	-do-	Nil	-do-	Nil	Nil	H.H. F.C	-do-	200	

	R 6/1	Recording amendments of Provident societies.	½ F.C	Nil	-do-	Nil	Nil	Thick white card.	-do-	200
12	R 7/1	Certificate of Registration of Insurance.	½ F.C	Nil	-do-	Nil	Nil	M.H. F.C	-do-	200
13	R P 1	Record card provident societies.	-do-	Nil	Both	Nil	Nil	Thick white card	-do-	200
14	P 2	- do - Deposit record -do-	-do-	Nil	-do-	Nil	Nil	-do-	-do-	200

Countersigned

(sd) A.V. Krishnamurty
Superintendent of
Insurance in Mysore.

Bangalore,
Dated 23rd Sept. 1941.

DRS.

for Murugesan
Secretary,
Press Committee.

Statement showing the Common forms required annually by the Superintendent of Insurance in Mysore, B'lore.

- - - -

Sl. No.	Form No.	Name of the form or register.	Required quantity.
1.	4	Application of privilege leave of ministerial officials. ..	10
2.	5	- do - of Gazetted Officers ..	10
3.	6	Arrear lists. ..	50
4.	-	Amad Registers. ..	4
5.	15	Casual leave register ..	1
6.	16	Character books. ..	2
7.	23	C.R.B. statement forms A. to B. ..	24
8.	24	- do - C1 to 4 ..	24
9.	28	Docket forms (big) ..	500
10.	29	- do - (small) ..	500
11.	30	D.O. letter heads (big) ..	50
12.	31	- do - (small) ..	50
13.	32	- do - covers(big) ..	50
14.	33	- do - (small) ..	50
15.	36	Draft for approval (big) ..	200
16.	37	- do - (small) ..	500
17.	40	Early cards. ..	6
18.	41	~~xxxxxxx~~ slips. ..	~~500~~ 12
19.	42	-do- Economy slips. ..	500
20.	45	Endorsement forms (English) ..	50
21.	48	File covers. ..	50
22.	51	Flag slips. ..	5
23.	52	Form Issue books. ..	1
24.	53	Form Receipt books. ..	1
25.	55	Immediate cards. ..	10
26.	56	-do- slips. ..	25
27.	63	Memo acknowledging documents. ..	100
28.	66	Memo calling for returns. ..	100
29.	67	Memorandum forms. ..	200
30.	68	Memo forwarding documents. ..	100

5

Sl. No.	Form No.	Name of the forms or registers.		Required quantity.
31.	70	Note forms.	..	100
32.	71	Note continuation forms.	..	50
33.	76	Order book.	..	1
34.	96	Shorthand Note books.	..	2
35.	98	Stationery Issue bookx.	..	1
36.	99	-do- Receipt book.	..	1
37.	100	Tappal books.	..	1
38.	104	Urgent pads.	..	6
39.	105	-do- slips.	..	12

Countersigned

Bangalore,
Dated 18-9-1941.

(sd) A.V. Krishnamurthy
Superintendent of
Insurance in Mysore.

Secretary,
Press Committee.

DRS.

G. R. S. Add. F VI—G 2]

SUBJECT .....

.....

.....

Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the 193 .

Date of issue 4-4-41 193 .

Signed by .....

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

Section. P&S.

File No. 27-41.

Serial No. 16

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read— Letter No. P.C. 1117 dated 17. 10. 940 from the Secy. Press Committee : submitting for Sanction of Govt. the Standard lists of departmental & common forms to be printed & supplied to the Supdt of Insurance in Mysore, Countersigned by the latter. (in duplicate)

Order thereon.—No. A7 2261-3 3-11-40

Sanctioned.

1 WP 8/11/40

Dew Secy

Ins 4/11/40

To The Secy. Press Committee. (with a copy of each of the lists)

" Comptr of Govt.

" Supdt of Insurance.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

Read :—

Letter No.P.C.1117 dated 17th October 1941 from the Secretary, Press Committee submitting for sanction of Government the standard lists (in duplicate) of departmental and common forms to be printed and supplied to the Superintendent of Insurance in Mysore, countersigned by the latter.

Order No.AH 2261-3
DH 527-41-46 Dated Bangalore the 11th November 1941.

Sanctioned.

Secretary to Government
Development Department.

To--The Secretary, Press Committee (with a copy of each of the lists.).

The Comptroller to Government.

The Superintendent of Insurance.